

Approved on 2/13/2020

## Administrative Council Meeting Minutes

Monday, February 3rd, 2020

President's Office 2:00 p.m.

(Highlight in blue assignments that need to be completed)

### **VOTING MEMBERS PRESENT**

*Dr. Doug Darling- President*

*Lloyd Halvorson- Vice President for Academic/Student Affairs*

*Corry Kenner- Vice President for Administrative Affairs*

### **NON-VOTING MEMBERS PRESENT**

*Heidi Schneider-Faculty Senate Representative*

*Bobbi Lunday-Recorder*

### **Guests**

## **1) CALL TO ORDER/REVIEW MINUTES**

### **a) Call to Order**

i) The meeting was called to order at 2:02 p.m.

### **b) Review of January 16, 2020 Minutes**

i) The minutes of the previous meeting were reviewed and approved.

## **2) OLD BUSINESS**

### **a) Internal Audit Updates (Administrative Affairs)**

i) The internal auditor in board office is currently conducting an income tax audit on unrelated income. VP Kenner is expecting some guidelines for changing the way that is done in the future will be suggested.

ii) Audit on transfer to NDSU. NDSU agreed to only provide information that they request.

### **b) Technology Fee Increase Update (Administrative Affairs)**

i) Director Haugland discussed the fee increase with Student Senate and their leadership was in support.

### **c) Open Positions Update**

i) The Volleyball Coaching position is currently open for applicants. Brigitte Hanlan has agreed to the interim volleyball coaching schedule from Feb-April. VP Halvorson is hoping that applicants for the volleyball position have other skills to contribute to the campus.

ii) VP Halvorson reported the math position is now open internally and so far, there are two applicants.

iii) We are transferring the students Counseling Director Greywater has been advising to new advisors. Patty Wallace's advisees will be transferred to Dana Walford and Patty's academic advisor position will not be opened until the TRiO grant gets re-funded.

iv) Counseling Plan: The interns have each added a day to their schedules and they will be supervised by DCB Director of Counseling Corey Gordor. The Director of Counseling position is not yet advertised. VP Halvorson plans to include the international student advisor duties to the full time 12-month counseling position to replace the volleyball coaching portion of the position description.

v) Math/ASC Math tenure track position. If our current math teacher gets the position, then we will open a non tenure track math/ASC math position. We plan to have two full 9-month math positions.

vi) Teresa will go to 60% next year then retire the following year. She will teach speech and humanities. Then we need to hire two new instructors. An English instructor this year and a Speech instructor next year. Also looking for a faculty member to take over the PTK Honors program.

vii) Jessica Weltikol has been hired to replace Denise Kelly in the business office and will start on February 17<sup>th</sup>.

viii) In Dining Services, Brenda Sattler took Danielle Lange's position. Bruce Rabe's position is open for applicants until Jan 31 or until filled.

- d) LRSC Strategic Plan
- e) Council discussed issues LRSC is continuing to see with transfers to UND.

**3) NEW BUSINESS**

- a) **Strategic Plan 2020-2025** (President)
  - i) Council discussed the outline for our next 5-year strategic plan. They are in the early stage of naming categories.
- b) **Academic and Student Affairs update** (Academic/Student Affairs)
  - i) The Math, English and Counseling positions will be advertised soon.

**4) ADJOURNMENT**

- a) **Adjournment**
  - i) The meeting was adjourned at 3:06 p.m.
- b) **Upcoming Scheduled Council Meetings**
  - (1) The next meeting of the Administrative Council will be Th-Feb 13@9:30a, T-March 3 @9:30a, M-March 16@1:30p, T-March 31@9:30a